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EB No. 833

THE FINE ARTS COMMISSION (U)

1. The Fine Arts Commission (FAC), under the general direction of the Deputy Director for Administration, advises on means of preserving and enhancing visual aspects of Agency buildings and grounds. (U)

2. The FAC sponsors a number of committees to monitor areas of continuing interest and establishes ad hoc groups to investigate matters of temporary concern, as follows:

- a. The Art Committee deals with recommendations to the FAC regarding the retention and rotation of art works in the public areas of the Headquarters Building, the exhibition of private art collections on a temporary basis, and the establishment of a permanent area for the rotational exhibition of art works.
- b. The Exhibits Committee oversees the use of the Exhibit Hall (1D Corridor, Headquarters Building) and the display of temporary exhibits. Three presentations have been arranged for definite times in the future: Library of Congress Historic Maps of the English Speaking World (late October to late November), Agency Employee Photography Exhibit (December to early January), and Black History Month (February). Later in 1981 there will be an exhibit on Agency Crafts and Art.
- c. The Headquarters Exterior Committee has been instrumental in the major replanting and landscaping project. This committee is working closely with the Agency Garden Club planning the refurbishing of the old "wilderness trail" on the Headquarters Building grounds.
- d. The Headquarters Interior Design Committee deals with the aesthetic integrity of the Headquarters Building interior. This committee has been active in the program to install new signs for the Headquarters Building and has arranged for construction of new kiosks for spot announcements.

WARNING NOTICE - INTELLIGENCE
SOURCES AND METHODS INVOLVED

C-O-N-F-I-D-E-N-T-I-A-L

- e. The Work Environment Representation promotes the revitalization of the environmental committees within the Agency headquarters components. In an advisory capacity, it supports their efforts to improve local work environments with such aspects as office furnishings and wall hangings.
- f. The Headquarters Annexes Representation deals with employees' work environment matters in other Agency buildings in the Washington area. It assists in organizing the committees for these buildings and is the channel of communication for these committees and the Office of Logistics, GSA, and building managers. (U)

3. From time to time, the FAC is tasked with special projects of a one-time nature that require temporary committees which are then disbanded following the accomplishment of the task. (U)

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4. The present composition of the FAC is as follows: (C)

Chairman

Members

Environmental
Representatives

Headquarters

Headquarters
Annexes

Consultants

5. At present, both the FAC and its committees are understaffed and there is much work to be done. If you are interested in devoting time and talent to the various phases of the FAC's activities, please send the attached form to Chairman of the FAC, in care of OL/LSD, Room 3E14 Headquarters Building. The form is self-addressed; please fold and staple. Employees under cover who would like to volunteer

STATO THR may call [] on extension [] (U)

Attachment

DISTRIBUTION: ALL EMPLOYEES

C-O-N-F-I-D-E-N-T-I-A-L

TO: Chairman, Fine Arts Commission
In care of OL/LSD
Room 3E14 Headquarters Building

FROM: Name _____
Room and Building _____
Extension _____

I would be interested in assisting with the work of the Fine Arts Commission through membership on:

The Fine Arts Commission itself

The Art Committee

The Exhibits Committee

The Headquarters Exterior Committee

The Headquarters Interior Design Committee

The Work Environment Representation

The Headquarters Annexes Representation

(Please circle choice(s))

My experience/qualifications for this are as follows:

Signature _____

Chairman, Fine Arts Commission
In care of OL/LSD
Room 3E14
Headquarters Building